

25 Aug 1999

PROPOSAL/AGREEMENT TO PROVIDE DATABASE ANALYSIS FOR THE NATIONAL BEEKEEPERS' ASSOCIATION

OVERVIEW

Effectively, the 'analysis' that is to be done is the equivalent of what has been done by the NBA Executive Secretary for each of the last three years. In each case, he has received the AgriQuality (formerly MAF) Apiary Register and 'laid it against' the records maintained by the NBA. He will have matched records from one system to the other, and recorded details provided by AgriQuality on the records maintained by the NBA.

The NBA has not received any form of reporting that will allow for planning and projections. No attempt has been made to determine if apiary consolidation, beekeeper exit or data entry errors by AgriQuality have occurred.

INFORMATION REQUIRED

To conduct the analysis the following items are required:

(1) A copy of the current NBA Registration System data. This can be obtained through the use of a menu option from the system itself.

(2) A copy of the Apiary Register as at 1 June 1998 (the calculation date for the 1999 levy collection period). This should be supplied in electronic format. In previous years it was supplied to the NBA as an Excel version 5.0 file. If it is other than that further conversion may be required.

PRIVACY CONCERNS

I am aware that general and specific concerns have been raised concerning the privacy implications of conducting this analysis. I acknowledge that in conducting this analysis I am acting as a direct agent of the National Beekeepers' Association, and will be using the data in a manner consistent with its original supply. That is, I will be using the information supplied to me to determine whether levy collection has been accurate and complete. Further, I agree that I will not disclose personal information made available to me in the course of this analysis.

TIME FRAME INVOLVED

The analysis should be complete within a two week time frame, though it may be less if things go well.

During the time the analysis is being done, no changes should be made to the data by the Executive Secretary. As described in this paper, changes to both the database design and the database data will occur. When restored to the NBA's computing system those changes will overwrite any changes made in the interim period.

METHOD

Records will be 'matched' between the two databases. This is the same requirement that has been carried out each year when the Apiary Register 'snapshot' is obtained from AgriQuality.

A new field will be added to the NBA Registration System membership screen to record the Beekeeper Code Numbers as the matching takes place. This new field will assist in the future management of the database(s).

As a beekeeper is identified as being, with reasonable certainty, 'the same person' (aspects of name, address, town, apiary numbers, hive numbers) the NBA Registration System will be changed to show the Beekeeper Code Number. At the same time, the copy of the Apiary Register snapshot will be updated with the NBA's ALPHA code (the unique identifier within the NBA's recording system).

APPROXIMATE NUMBER OF RECORDS INVOLVED

The AgriQuality 'Apiary Register' contains approximately 5,500 beekeeper records (one for each beekeeper in NZ). When provided to the NBA, it contains those beekeepers liable to pay the levy (fewer than 11 hives and fewer than 4 apiary sites). It is believed the number of beekeepers expected to pay the levy is approximately 1,100.

The NBA Registration System contains records for each member of the association. For the purposes of the analysis, we will only be considering the Commercial type of membership. It is believed this category contains approximately 800 beekeepers.

ANALYSIS

Based on the approximate number of records involved, there will be an estimated 300 beekeepers known to AgriQuality but not currently on the NBA's Registration System.

As there will not be any information contained in the NBA's Registration System on these beekeepers, it will not be possible to determine the basis for their non-inclusion. At the completion of the analysis, the list should be provided to the NBA Executive Secretary to identify when/why each of them was not included into the levy collection process.

Comment will be made on data entry specifics as they relate to levy collection (membership type appropriate to levy payment, status of the PAID field for a record, etc.)

The analysis will determine the levy collection as indicated by the Apiary Register provided, the total possible levy collection based on information in the NBA Registration System and the current state of levy collection based on the NBA Registration System. It will provide as much quantitative data as possible to allow the Executive to determine whether levy collection has been accurate and complete.

QUANTITATIVE/QUALITATIVE ANALYSIS DIFFERENCES

This analysis will be dealing with the quantities and numbers involved. It will not be able to explain any of the 'whys' or the 'hows' or even very many of the 'whens' involved in the differences. It will not be able to identify on what basis decisions regarding either database may have been made.

That is not to say that names will not be used, nor does it say that reasonable inferences will not be drawn within the report provided. Most of the means of confirming aspects of the analysis will be outside the scope of the report, and will be left for the traditional management functions.

This proposal for the analysis was provided by Nick Wallingford, 2 August 1999. When accepted it will be considered by me as a form of contract, an agreement to supply the analysis and comply with the conditions proposed in it.

Nick Wallingford
55 Watling Street
Tauranga
ph/fax 07 5781422
email nickw@beekeeping.co.nz